

Project Web App → Timesheet

Record time in your timesheet. Submit line status as required and at the end of the time period post your timesheet for approval.

Status: Approved (Final), **Total:** 52.5h, **Period:** 26/12/2020 12:00 AM - 01/01/2021 11:59 PM

My Timesheet

- H										
	Task Name/Description	Project Name	Time Type	Sat 26/12	Sun 27/12	Mon 28/12	Tue 29/12	Wed 30/12	Thu 31/12	Fri 01/01
	SM - Change Management	TS209434 - Servi	Actual							
	SM - Disaster Recovery	TS209434 - Servi	Actual							
	SM - Incident Management	TS209434 - Servi	Actual				3.5h	4h	3.5h	
	SM - Problem Management	TS209434 - Servi	Actual							
	SM - Service Request Fulfillment	TS209434 - Servi	Actual							
	SM - System Admin	TS209434 - Servi	Actual				4h	3.5h	4h	
	SM - Tool Maintenance	TS209434 - Servi	Actual							
	Community Volunteer Day GA018000.042	Administrative	Actual							
	Covid - 19 Tracking GA018000.043	Administrative	Actual							
	Education & Training GA018000.005	Administrative	Actual							
	General Admin GA018000.001	Administrative	Actual							
	Non-Tech BAU GA018000.038	Administrative	Actual							
	Part Time / Contractor Off Hours GA01800	Administrative	Actual							
	Sick Time GA018000.002	Administrative	Actual							
	Statutory Holiday GA018000.009	Administrative	Actual	7.5h	7.5h	7.5h				7.5h
	Technology Consult with Leader GA018014	Administrative	Actual							
	Technology Team Meeting GA018014.002	Administrative	Actual							
	Vacation GA018000.011	Administrative	Actual							
		Total work	Actual	7.5h						